

Eligibility Overview (E210, E230)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards. Nonprofit rates require specific authorization (E270).
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>Carrier Route, 3/5, and Basic rates apply to outside-county copies; Basic and Carrier Route rates apply to all eligible in-county copies.</p> <p>Carrier Route (outside-county and in-county):</p> <ul style="list-style-type: none"> ■ Basic: six or more addressed pieces sorted into carrier route packages and placed into carrier route or 5-digit carrier routes trays. ■ High Density: carrier route pieces further prepared in walk sequence and in density necessary to meet standards for High Density rates. ■ Saturation: carrier route pieces further prepared in walk sequence and in density necessary to meet standards for Saturation rates (M050). <p>3/5 (outside-county only):</p> <ul style="list-style-type: none"> ■ Six or more addressed pieces sorted to 5-digit and unique 3-digit (L002) packages, placed into 5-digit and unique 3-digit trays. <p>Basic:</p> <ul style="list-style-type: none"> ■ Outside-county: six or more addressed pieces sorted to other 3-digit and ADC (L004) packages, and all pieces in mixed ADC packages, placed into 3-digit, ADC, and mixed ADC trays. ■ In-county: all pieces not sorted to qualify for a carrier route rate. <p>SCF and delivery unit zones (destination entry rates) have additional standards (E250). Not all presort levels may be claimed in combination with destination entry discounts.</p>
Addressing (A010, A950)	<p>Carrier route: carrier route information updated using CASS-certified process within 90 days before mailing.</p> <p>A certified process used at least once a year to ensure accuracy of 5-digit ZIP Codes in other than carrier route pieces.</p>
Characteristics and Content (C050, C200)	<p>See Quick Service Guide 201.</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick. ■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M200)	<p>Presort: on reverse.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541-N (Nonprofit and In-County rates). ■ Supporting documentation: required by rates claimed including marked copy. Effective August 1, 1997, documentation generated by PAVE-certified software or printed in standardized format. <p>Each package of High Density or Saturation mail must be labeled "walk sequence." A facing slip stating "High Density Walk Sequenced Carrier Route Mail" or "Saturation Walk Sequenced Carrier Route Mail" (as applicable) may be used.</p> <p>1-foot or 2-foot trays used where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for pink tray label Line 2 information.</p> <p>Use 2-inch pink tray labels (M031).</p> <p>Trays sleeved and strapped (M033). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.</p>
Postage and Payment Methods (P200, P750)	Method: advance deposit account(s) at original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence

5-Digit (Required)

Packages: Packaging not required in full trays. Pieces must be packaged if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a package not permitted. See M200 for optional firm packages.

Labels: Red Label D or optional endorsement line (OEL).



Trays: Required at 24 pieces; optional with one 6-piece package.

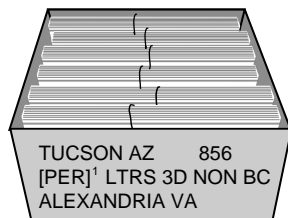
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS 5D NON BC."

Rate: 3/5 outside-county,² Basic in-county

3-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 3-digit ZIP Code; fewer than 6 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



Trays: Required at 24 pieces; optional with one 6-piece package (except a tray must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified).

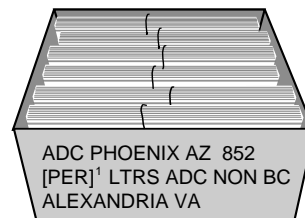
Labels: For Line 1, use L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D NON BC."

Rate: 3/5 outside-county,² Basic in-county

ADC (Required)

Packages: 6 or more pieces to same ADC (L004); fewer than 6 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Trays: Required at 24 pieces; optional with one 6-piece package.

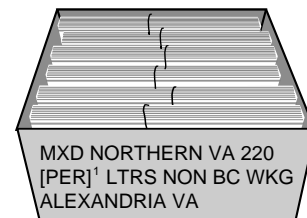
Labels: For Line 1, use L004; for Line 2, "PER" (or "NEWS") and "LTRS ADC NON BC."

Rate: Basic outside-county and in-county

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Trays: Any remaining packages placed in mixed ADC tray(s); only one less-than-full tray permitted.

Labels: For Line 1, use MXD, followed by origin facility in L004; for Line 2, "PER" (or "NEWS") and "LTRS NON BC WKG."

Rate: Basic outside-county and in-county

Optional Carrier Route Preparation

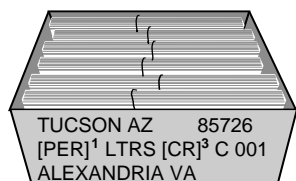
Packages: Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Fewer than six pieces in a package not permitted. See M200 for optional firm packages.

Labels: Facing slip, OEL, or CR information line. **Rate:** Saturation, High Density, Basic.

Carrier Route

Trays: Required at 24 pieces; optional with one 6-piece package.

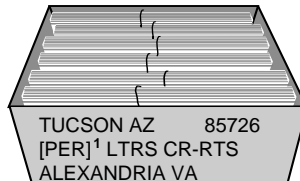
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS"), "LTRS," and, as appropriate: for Saturation, "WSS" and route type and number; for High Density, "WSH" and route type and number; or for Basic, "CR" and route type, and number³.



5-Digit Carrier Routes

Trays: Required for rate eligibility, any remaining carrier route packages; only one less-than-full tray permitted.

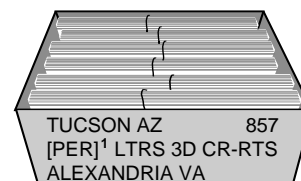
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS CR-RTS."



3-Digit Carrier Routes

Trays: Carrier route packages only; optional with one 6-piece carrier route package for each of two or more 5-digit areas.

Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D CR-RTS."



¹Use "NEWS" if issued weekly or more frequently.

²3/5: 5-digit and unique 3-digit only.